

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID #: **069**

INTERNSHIP INFORMATION

Salary: **Unpaid**

Number of Vacancies: **1**

Location: **Central Headquarters,
Milford**

Internship Track: **Inmate
Training/Education Operations**

Hours/Schedule: **Days, Flexible**

Duration:
Fall, Spring, Academic Year

Position Description: This internship will provide college students the opportunity to familiarize themselves with the managerial and operational side of the Division of Inmate Training and Education. The intern will be reporting to Central Office Headquarters in Milford to work in conjunction with manager of curriculum, instruction, and assessment, manager of student services, manager of post-secondary education, and other education staff in various roles. The intern will work with the manager of curriculum, instruction, and assessment to schedule meetings/site visits for the Director of Inmate Training and Education, schedule conference calls, attend unit meetings, attend site visits to observe the schools, assist in response to legislative requests from the Commissioner's office, learning HiSET protocols, and providing professional development to field staff. Observe and understand statistics and data analysis. The intern will work with the manager of student services to respond to inmate letters inquiring about their rights regarding education or laws and assist in policy edits for the division. The intern will also work with our coordinator of data and accountability to ensure the case plan and IMS is always accurate, conduct audits for the schools, and maintain data for grant reporting.

Responsibilities/Major Duties: Interns will be responsible for taking meetings minutes. Applicant Assists in scheduling meetings and conference calls for the Director. Becoming familiar with IMS and the case plan to ensure inmates are given proper good time and boosts. Assist in writing draft policies for different aspects of the division.

Preferred Qualifications: The intern should have proficient organization and communication skills. Be willing and open to learn new things. Majors best suited include Legal Studies, Public Administration, Political Science, Business Administration, and Education. The intern is preferred to have an interest in learning about the DOC and how the agency is able to educate the inmates within the facilities. The intern should have good time management skills and be open to asking questions and working will with others. The intern should have reliable transportation to Central Headquarters in Milford on days they are required to report.

How to apply:
Mail Internship Application to:

Maurice Cameron
50 Maple Street, Milford, MA 02757
Phone: (508) 422-3648
Fax: (508) 422-365

Agency Web Address: <http://www.mass.gov/doc>

**An Equal Opportunity/Affirmative Action Employer.
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.**